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Approved To: TS S C  
HR 70-2  
By: [redacted]

CIA-RDP78-04718A001100160004-0

ER-6-3760

9 December 1954

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT : Publication of Notice [redacted] Employee  
Services - Extension of Final Closing Date of  
1955 Community Chest Campaign

25X1A

REFERENCE : Confidential memo from DD/A to C/LO, subject as  
above, 27 November 1954

1. Referenced memorandum concerns the request for publication and the delivery of subject Notice to Records Integration, Foreign Intelligence Staff, and the Records Center.

2. Requisition No. 701-161-55, dated 12 November 1954, requested the printing of 8,150 copies of Notice [redacted] for delivery on 15 November of 2,700 copies to FI/RI, 5,450 copies to the Records Center, and the original and one copy to the Regulations Control Staff. The requisition reflected no other information regarding the urgency of this particular Notice.

3. The printing of subject Notice was completed in the late afternoon on 15 November, too late for the usual courier pick-up at 1530 hours. The next scheduled pick-up on 16 November occurred at 1020 hours and the courier's mail receipts indicate receipt of the Notice as follows: Regulations Control Staff at 1150 hours and FI/RI at 1230 hours. The courier's receipt for the Records Center does not reflect the time of receipt, but the regular route schedule indicates that receipt would have occurred at approximately 1130 hours. Personnel at the three delivery points report that their records reflect delivery of the materiel on 16 November.

4. The Printing and Reproduction Division is not scheduled for regular Saturday duty. Overtime on Saturday is authorized in the case of urgent requests for service. The immediate need for subject Notice was not indicated on the requisition, other than by the delivery date, nor was such urgency known to Logistics Office command personnel, including the Chief and Deputy Chief of the Printing and Reproduction Division, who could have authorized the necessary overtime. Logistics Office records indicate that expeditious service has been furnished to the Regulations Control Staff on many occasions and within the requested time limits.

5. It is regretted that the delivery of subject Notice was effected on the morning of 16 November instead of on the 15th of November. This Office will make every effort to meet urgent deadlines.

11/16/54  
Return of  
manuscript  
Not  
Printed  
Copies

JAMES A. GARRISON

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